

OTAC PROJECT TIMELINE

PROJECT: Informational White Page

COMMITTEE: Organization

DATE: 1-2-2020

TASK	PERSON RESPONSIBLE	TARGET DATE	INCOMPLETE	IN PROGRESS	COMPLETE	NOTES:
Discuss intention of White Page and ideas for topics	Shirley	1/2/20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use this to assist with committee & board recruitment
Begin drafting an outline and order of topics	Holly	1/9/20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Schedule meeting with Holly to review draft outline	Greeley	1/9/20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
White Page Topic Research	Holly	1/30/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Role of OTAC and affiliation with VMS
White Page Topic Research	Greeley	1/30/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020 Committee projects and Member info.
Completion of White Page and present to OTAC	Greeley	2/6/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FOLLOW-UP TASKS:

-Reformatting Information to display on social media platforms/Website